

Item No

All Contractors supplied by Adaps are expected to be employed in a working environment which complies with current OH&S legislation. As part of our process in ensuring that this is the case, it is a requirement that you review and complete the following form PRIOR to our Contractors commencing with you.

1.

Client Company Name	
Client Representative	
Workplace / Site Address	
Date Completed	
Signature	

Yes, No or N/A	Comment / Response from Client
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2.

OHS Policies and Procedures		
Do you have a formal OHS Management System? <i>If yes, is it accredited i.e. Safety Map/AS 1801/In House. If no, how do you generally manage health and safety.</i>		
Do you have a written OH&S Policy?		
Do you have OH&S Procedures? <i>For example bullying, incident reporting, injury management, risk management etc.</i>		
Who is responsible for the management of OHS at the work site or within your company?		

3.

Induction and Training		
Will our Contractor(s) be provided company specific induction training before commencing work? <i>If yes, please explain the process and content.</i>		
Will our Contractor(s) be provided site specific induction training when entering other work sites? <i>If yes, please explain process and content</i>		

4.

Amenities and Facilities		
Are there amenities available on site? Are the amenities accessible and clean?		
What are the 1 <sup>st</sup> Aid and emergency arrangement for the site? Will our Contractor(s) be made aware of these arrangement at premises accessed?		

5.

OHS Reporting		
Do you have a process in place for reporting, investigation and documentation of workplace accident incidents?		
Will you contact Adaps if our Contractor(s) suffers from an injury or is involved in an incident? Will you send us a copy of the incident report form relating to the injury?		

6.

OHS Consultation and Communication		
Is there a standard issue resolution or consultation process in place?		
Are there site safety committees and designated Health and Safety representatives? Is our Contractor(s) included in Designated Works Groups?		

7.

Changes to Agreed Assignment Work		
Will you notify Adaps in the event that our Contractor(s) is required to perform alternative duties that have not been agreed to in the assignment contract?		

8.

General Housekeeping		
Are work areas and aisle ways free from clutter and obstructions, stock / materials stored safely, tools / plant and equipment safely stored when not in use?		
Will our Contractor(s) be restricted from entering production, storage and non-administrative work environments i.e. plant rooms?		

Adaps Vendor Information

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